MEMORANDUM EXPLANATORY OF EACH RULE IN THE FINANCIAL RULES OF THE GOVERNMENT OF BOMBAY

CHAPTER 2

Following Chapter 1 of the Civil Account Code, this chapter contains general principles and rules relating to receipts and payments of money on behalf of Government by Government servants. So much of the rules contained in Chapter 1 of the Civil Account Code as affect treasury procedure have been transferred to Chapter 16 'Treasury Procedure' along with other treasury rules in Chapter 16 of the Civil Account Code. The particular rules of the Forest Account Code and the Public Works Account Code, bearing on the subject of this chapter, have been collected together and inserted in their appropriate places in different sections.

Rule 1.—This reproduces the existing rule in Article 3, Civil Account Code.

Rule 2.—The rules in paragraphs 145, 168, 169 and 170, Public Works Account Code, are inserted here.

Note.—This reproduces the first sentence of paragraph 528, Public Works Account Code.

Rule 3.—The definition of the term 'cash' as given in paragraph 126, Public Works Account Code, is reproduced to cover the rules regarding crossed cheques in rule 4.

Rule 4.—The rule regarding acceptance of crossed cheques is based on the corresponding rule in Article 6, Civil Account Code.

Rules 5 to 7.—A general rule for the custody of Government money applicable to all departments has been framed on the lines of rules in paragraphs 339 and 343 of the Public Works Department Code and a portion of paragraph 161 of the Public Works Account Code.

Rule 8.—This reproduces the rule in Article 4, Civil Account Code, omitting the portion relating to treasury balances.

Rule 9 (a).—This suitably reproduces the rules in Rule 1 and note under Article 4, Civil Account Code.

(b).—This reproduces rule 2 of Article 4, Civil Account Code.

Rule 10.—This refers to the detailed rules under Treasury order No. 16 for the preparation of bills and obtaining money from the treasury.

Rule 11.—Rules in Article 3, Forest Account Code, paragraph 129, Public Works Account Code, and Article 9, Civil Account Code, relating to the drawing of money from the treasury are incorporated in this rule. Note 1 is based on paragraph 530, Public Works Account Code, and Rule 1

thereunder, while Note 2 is based on Rule 1 of paragraph 129, Public Works Account Code.

Rule 12.—The Main rule is based on paragraphs 127 and 136 (Rule 1) of the Public Works Account Code.

(a) is based on a portion of paragraph 274, Public Works Account Code.

Rules 13 to 22.—All the rules in the Civil Account Code, Forest Account Code and Public Works Account Code, relating to cheques are brought together in one place for purposes of convenience. The new rules are based on the existing rules and orders as detailed below :—

Rule 13 (a) reproduces Article 21, Civil Account Code, and paragraphs 168 and 169, Public Works Account Code.

(b) reproduces Rule 1 of Article 21, Civil Account Code.

(c) reproduces the latter part of Article 22, Civil Account Code.

(d) reproduces first part of Article 24, Civil Account Code, and portion of paragraph 137, Public Works Account Code.

(e) reproduces rule in Article 25, Civil Account Code.

(f) is based on Article 3, Forest Account Code, paragraph 129, Public Works Account Code, and Article 440, Civil Account Code. The letter of credit system has been abolished in the Forest Department of this province in accordance with the Auditor General's letter No. 2260-Admn. 460-20 dated 7th November 1921.

Rule 14 is based on paragraph 137, Public Works Account Code.

Rules 15 and 16 reproduce respectively paragraph 141, Public Works Account Code, and rule 1 thereunder.

Rule 17 is based on the first portion of paragraph 142, Public Works Account Code.

Rule 18 reproduces paragraph 143, Public Works Account Code, excluding portion relating to accounts.

Rule 19 is based on paragraph 150, Public Works Account Code.

Rule 20 reproduces paragraph 170, Public Works Account Code.

Rule 21 reproduces the last sentence of Article 9, Forest Account Code.

Rule 22.—The Rules in Article 27, Civil Account Code, and Article 10, Forest Account Code, regarding treatment of lost cheques are embodied in this rule.

Rules 23 to 27.—The special rules in the Public Works Account Code regarding departmental payments are conveniently brought together in a separate section of this chapter as general rules for the preparation and payment of departmental vouchers. They are not covered by subsidiary rules framed under Treasury Order 16.

Rule 23 reproduces rule in paragraph 151, Public Works Account Code.

Rule 24 reproduces rule in paragraph 152, Public Works Account Code.

Rule 25.—The rule in paragraph 153, Public Works Account Code, is reproduced in this rule.

No. 62

Page 209, Appendices—

In the memorandum explaining rule 37, *for* the words "Article 37, Civil Account Code" *read* the words "Article 37, Forest Account Code."

(Correction No. 62, Financial Publication No. I, dated 15th May 1928.)

Rule 26 reproduces the rules in paragraph 154, Public Works Account Code.

Rule 27 reproduces the latter part of the rule in paragraph 149, Public Works Account Code.

Rule 28 (a).—The rule regarding permanent advance, as given in Article 93, Civil Account Code, is briefly reproduced here to make the rules regarding imprest and permanent advance complete.

(b) is based on paragraph 163, Public Works Account Code.

(c) is based on paragraph 166, Public Works Account Code.

Rule 29 is based on Article 28 and part of Article 30, Forest Account Code.

Rules 30 (a), (b), (c) are based on clauses (*b*), (*c*) and (*d*) of Article 8, Civil Account Code; Annexure A is also reproduced, at the end of the Chapter.

Rules (30) (a), (2) to 7 reproduce rules 4 to 9 of the Bombay Treasury Manual.

Rule 31 reproduces the rule in Article 16, Civil Account Code. It also covers paragraph 112 of the Bombay Forest Manual, Volume I.

Rule 32 is based on the rule in Article 17, Civil Account Code.

Rule 33 reproduces the rule in Article 19, Civil Account Code, and its note is based on Articles 81 and 82, Forest Account Code and Article 178 of the Bombay Forest Manual, Volume I.

Rule 34.—This rule is new. A simple cash book has been prescribed for departments or offices dealing with large amounts of money, either collected for ultimate remittance to the treasury, or drawn from the treasury for detailed disbursements. This will enable heads of departments or offices to exercise a strict control on the cash transactions. Big offices having large monetary transactions do, as a matter of fact, keep some sort of cash book for purposes of this control.

Rule 35 reproduces the rules in Article 21, Forest Account Code, and Article 147 of the Bombay Forest Manual, Volume I, including the note which deals with the cash book of the Forest Department.

Rule 36 is based on the rule in Article 52, Forest Account Code.

Rule 37 reproduces a portion of Article 37, Civil Account Code, and Note I under paragraph 126 of the Bombay Forest Manual, Volume I.

Rule 38.—This rule is based on the rules in Articles 75 to 78, Forest Account Code, and Articles 168, 172 and 175 of the Bombay Forest Manual, Volume I.

Rule 39.—The rules regarding control by the Controlling Officers of the Public Works Departments are inserted in this Section. They are based on paragraphs 60 and 67 of the Public Works Department Code, with special provision for punctual submission of the Public Works Accounts.

Rule 40.—A general rule for Security Deposits is framed on the lines of the rule in paragraph 161, Public Works Department Code.